



Willard Public Library
Board of Trustees
Meeting Agenda
April 21, 2021
5:00 p.m.
Battle Creek, Michigan

Meeting to be held remotely pursuant to the
Calhoun County Local State of Emergency; Res. 174-2020 passed October 15, 2020
and PA 228 of 2020, Amendment to the Open Meetings Act

- I. Approval of Minutes* (pg. 1)
- II. Public Comment
- III. Financial Report
 - Approval of Expenditures* (pg. 4)
- IV. Reports & Recommendations
 - Department Updates including Quarterly Statistics (pg. 11)
 - Proposed Addition to Board Policy Manual (pg. 14)
- V. Other Business
 - Board Officer: Vice President
- VI. Comments by Trustees
- VII. Adjourn

WILLARD PUBLIC LIBRARY BOARD OF TRUSTEES

March 17, 2021

Meeting Held Remotely

BOARD OF TRUSTEES

James Keefer (Emmett Township, MI), Kathy Baker (Battle Creek, MI), Salli Baltutat (Battle Creek, MI), Michelle Herzing (Pennfield Township, MI), and Judy Williamson (Bedford Township, MI)

ADMINISTRATION

Director Cathy Lucas (Battle Creek, MI), Deputy Directors April Dillinger (Battle Creek, MI) and Matt Willis (Portage, MI), Director of Finance Kathy Domenico (Battle Creek, MI), Director of IT and Facilities Chad Osborn (Bedford Township, MI), Director of Circulation and Branch Services Amanda Paffhausen (Battle Creek, MI), Administrative Assistant Kara Brooker (Battle Creek, MI)

MINUTES

The Meeting was called to order by James Keefer at 5:00 p.m.

The meeting was held remotely pursuant to MDHHS Emergency Order MCL 333.2253, PA 228 of 2020, and PA 254 of 2020. All individuals attended the meeting remotely and provided the location from which they were attending.

APPROVAL OF MINUTES

Michelle Herzing moved, with a second from Judy Williamson, to approve the minutes of the Board Meeting of January 20, 2021. A roll call vote was taken.

Motion approved 5 - 0

PUBLIC COMMENT

No public comment.

FINANCIAL REPORT

Kathy Domenico presented the financial report for January and February 2021. Overall expenditures are steady, but continue to lag behind last fiscal year. The Library has received over two-thirds of anticipated revenue for the year. February 2021 expenditures have stayed steady for the month and revenue continues to climb as winter taxes begin to arrive as anticipated.

Kathy Baker moved, with a second from Judy Williamson, to approve the expenditures as presented for January and February 2021. A roll call vote was taken.

Motion approved 5 - 0

Kathy Domenico presented the IRS Form 990 prepared by Plante and Moran following the audit for FY 19/20 for Board approval.

Michelle Herzing moved, with a second from Kathy Baker, to approve the IRS Form 990 for FY 19/20. A roll call vote was taken.

Motion approved 5 - 0

PERSONNEL UPDATE

Cathy Lucas announced the resignation of hourly circulation assistant Eliza Talmage on March 5, 2021. Cathy Lucas expressed gratitude for her dedication and hard work at Willard Library.

REPORTS & RECOMMENDATIONS

Cathy Lucas stated that the Library is still under MIOSHA and MDHHS orders. She noted that the current law, which extends the remote public meeting option for any reason, expires at the end of March 2021. Remote meetings held after this date may be held for local state of emergency or state of disaster to affected communities. Cathy Lucas stated that House Bill 4286 was introduced to the Michigan legislature in February which would amend the Open Meetings Act to allow public bodies to meet virtually perpetually beyond March 31, 2021.

Cathy Lucas stated that the Michigan Library Association has requested state officials prioritize library staff as essential workers to expedite vaccination.

Cathy Lucas stated that Michael McCullough, Community Engagement and Local Digital Collection Librarian, is serving on the Advocacy and Legislative Committee of the Michigan Library Association.

Cathy Lucas announced that Willard Library has been selected as a Google Grow Partner. The Partner Program provides free resources and training content to assist staff to instruct community members in the digital skills that will grow their careers and businesses. She thanked Chad Osborn and Abdiel Rosario for their leadership in developing and submitting the application.

April Dillinger stated that Public Act 315 of 2020, an amendment to the Library Privacy Act, goes into effect on March 28, 2021. Staff have received training on the changes.

April Dillinger stated that Publisher's Weekly facilitated a panel discussion of library directors across the country to discuss library operations throughout the pandemic. The discussion included the evolving roles of public libraries.

April Dillinger stated that the Administrative Team will celebrate National Library Week and honor Willard employees with a series of fun virtual activities April 5-10, 2021.

Matt Willis reported that creative programming included Take & Makes and DIY with Beth; local history programs featured two episodes of Peeks into the Past; and a genealogy program featured Matt Pacer of the Library of Michigan. African American experience was celebrated by two events presented by Motherland Cultural Connections: an interactive cooking program and a virtual concert. Matt noted that the Battle Creek Reads featured author, Reyna Grande, presented a well-received author talk with questions posed and answered in both Spanish and English.

Amanda Paffhausen stated that the Helen Warner Branch opened to onsite library visits from 12pm to 6pm on March 15 and that the Administrative Team is planning further expansion of onsite service hours based on staffing and safety protocols.

Amanda Paffhausen announced that she just received notice that library staff will have the opportunity to get the COVID-19 vaccine starting March 18, 2021 via a select vaccination clinic by the Calhoun County Health department.

Chad Osborn reported a number of minor maintenance projects at both Willard Library and the Helen Warner Branch. Chad Osborn reported that a key fob system is being installed at the Helen Warner Branch.

April Dillinger reported that the Youth Services staff continue to do virtual programming and provide on-the go options for babies, school-aged children, and teens. Story Time Grab 'n' Go kits and Babytime on the Go bags are being distributed in partnership with the Burma Center, Parkway Manor, and the Early Learning Neighborhood collaborative.

April Dillinger stated that a \$10,000 InfyMakers grant application has been submitted. The grant will fund opportunities for students to engage in learning through making.

April Dillinger stated that the Change Team is working to define diversity, equity, inclusion in our organization. The Professional Development subcommittee has organized a training workshop for Willard Library staff with trainer Jocelyn Giangrande. The Systems subcommittee has developed an equity review tool to guide an examination of policies, practices, and other protocols.

April Dillinger related that Michael McCullough has been working with a coalition of local leaders to identify and pursue strategies for closing the digital divide by expanding broadband coverage.

Jim Keefer called for nominees for the vacant Board Vice President position. He asked the board members to let him know if they have interest in that position.

Cathy Lucas thanked Kathy Baker and Salli Baltutat for their willingness to allow their names to be submitted to the respective schools districts they represent for consideration for reappointment. Letters have been sent to the Battle Creek Public Schools Board requesting reappointment of Kathy Baker and to the Lakeview School District Board requesting reappointment of Salli Baltutat for terms commencing July 1, 2021.

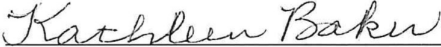
COMMENTS

Kathy Baker stated that she loved the Battle Creek Reads program with Reyna Grande, author of The Distance Between Us. She also enjoyed watching Peeks into the Past.

Cathy Lucas offered a heartfelt thanks to Amanda Paffhausen for doing a tremendous job diligently staying engaged with the Calhoun County Health Department to quickly secure a COVID-19 vaccination clinic for Willard Library employees.

ADJOURNED

The meeting was adjourned at 5:35 p.m.


KATHLEEN BAKER, Secretary
Willard Public Library Board of
Trustees

WILLARD PUBLIC LIBRARY
 STATEMENT OF REVENUE AND EXPENDITURES
 REVENUE

March 2021

	BUDGET	2020/21 YTD	% YTD	ANTICIPATED	2019/2020 YTD
Taxes	4,514,537	4,199,347	93.02%	315,190	3,997,763
Casino PILT Disbursement	130,000	0	0.00%	130,000	0
State Sources	555,350	499,863	90.01%	55,487	499,073
Penal Fines	60,000	62,586	104.31%	-2,586	76,652
Fees and Book Fines (1)	60,000	30,057	50.09%	29,943	76,924
Local Contributions & Contracts	94,180	51,299	54.47%	42,881	72,481
Grant Funding	800	800	0.00%	0	38,334
Transfer to GF from Kellogg	25,000	0	0.00%	25,000	0
Transfer to GF from Capital Projects	43,935	0	0.00%	43,935	0
Transfer to GF from Endowment	50,000	0	0.00%	50,000	0
TOTAL	5,533,802	4,843,952	87.53%	689,850	4,761,227

EXPENDITURES

	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Total Expenditures	5,664,632	3,508,577	61.94%	2,156,055	3,891,751

REVENUE OVER EXPENDITURES 1,335,375

VARIANCES (+/-) Current in Bold

1.) Reduction of printing/faxing/copying/visitors

WILLARD PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

March 2021

EXPENDITURES	BUDGET	2020/21 YTD	% YTD	AVAILABLE	2019/20 YTD
Capital Expenditures (1)	167,606	92,068	54.93%	75,538	31,127
Program Svs-Av, Books & Periodicals	973,105	546,729	56.18%	426,376	652,975
Program Svs-Grant Expenses	15,500	15,500	100.00%	0	53,303
Personnel	3,270,735	2,229,993	68.18%	1,040,742	2,359,153
Office Supplies	81,000	12,854	15.87%	68,146	31,307
Repairs & Maintenance Supplies	67,886	16,362	24.10%	51,524	24,643
Purchased Services	579,500	312,116	53.86%	267,384	365,916
Communications	120,000	63,477	52.90%	56,523	66,978
Insurance	22,000	21,857	99.35%	143	21,123
Public Utilities	159,300	64,083	40.23%	95,217	69,045
Repairs & Maintenance Services	208,000	133,539	64.20%	74,461	216,181
TOTAL	5,664,632	3,508,577	61.94%	2,156,055	3,891,751

VARIANCES (+/-) Current in Bold

1.) Partial payment of key fob system.

WILLARD PUBLIC LIBRARY

SUMMARY OF DISBURSEMENTS MARCH 2021

GENERAL FUND DISBURSEMENTS

Expenditures by check	194,501.30
<i>ELECTRONIC PAYMENTS (ACH)</i>	
Net payroll transfer	112,942.30
FICA & Federal withholding tax	38,913.91
State withholding tax	5,883.33
Battle Creek City withholding tax	1,110.18
MERS Retirement System	29,083.66
MPERS Retirement System	2,390.70
MPERS UAAL RATE STABILIZATION	0.00
Michigan Unemployment	0.00
OMNI (403 (b) 3rd party administrator)	990.00
BASIC (125 Plan 3rd party administrator)	4,761.65
MERS (Employee 457)	1,543.30
Friend of the Court	1,292.62
5th/3rd BANK (credit card)	3,698.10
Health Equity Employer Serv.	474.00
MESSA	52,677.36
Unum Life Insurance	625.61
Total Disbursements	450,888.02

WILLARD PUBLIC LIBRARY CHECKS

March 2021

Check Number	Check Date	Vendor Name	Check Amount
051844	3/1/2021	ALLEGRA PRNT & IMAGING INC.	\$373.60
051845	3/1/2021	BAYSCAN TECHNOLOGIES	\$745.00
051846	3/1/2021	DEMCO INC	\$374.52
051847	3/1/2021	D. L. GALLIVAN LLC	\$273.55
051848	3/1/2021	FUN EXPRESS LLC	\$480.93
051849	3/1/2021	MIRABEL NSOKIKA FONYUY-EPSE-UMENEI DBA MOTHERLAND CULTURAL CONNECTIONS LLC	\$2,000.00
051850	3/1/2021	JOCELYN GIANGRANDE DBA SASHE LLC	\$1,800.00
051851	3/1/2021	MEGHAN ANN LUCHIES	\$300.00
051852	3/1/2021	SCHINDLER ELEVATOR SER INC	\$1,113.40
051853	3/1/2021	REIMBURSEMENT	\$315.04
051854	3/1/2021	OVERDRIVE INC	\$18,221.72
051855	3/1/2021	LAURA OTTE	\$75.00
051856	3/1/2021	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$537.72
051857	3/1/2021	ROSE PEST SOLUTIONS INC	\$49.00
051858	3/1/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051859	3/1/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$674.87
051860	3/1/2021	SWEEPER DEPOT	\$38.50
051861	3/8/2021	ALLEGRA PRNT & IMAGING INC.	\$626.66
051862	3/8/2021	J-AD GRAPHICS INC DBA BC SHOPPER NEWS	\$940.22
051863	3/8/2021	SEMCO ENERGY INC	\$908.26
051864	3/8/2021	BATTERIES PLUS #388	\$88.67
051865	3/8/2021	OMNI GROUP ATTN: ACCOUNTS RECEIVABLE	\$10.00
051866	3/8/2021	DEARREADER.COM/ROBERT BEECHER DBA THE COMPUTER GROUP	\$765.00
051867	3/8/2021	ELITE COMPANIES LLC	\$10,097.00
051868	3/8/2021	FUN EXPRESS LLC	\$1,456.30
051869	3/8/2021	FUEL MANAGMENT SYSTEM INC	\$53.98
051870	3/8/2021	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	\$537.72
051871	3/8/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,920.00
051872	3/8/2021	STAPLES INC STAPLES CONTRACT & COMMERCIAL LLC	\$48.37
051873	3/8/2021	STEENSMA LAWN AND POWER	\$193.84
051874	3/8/2021	XEROX CORPORATION INC	\$7.11
051875	3/15/2021	ALLEGRA PRNT & IMAGING INC.	\$816.48
051876	3/15/2021	SEMCO ENERGY INC	\$608.46
051877	3/15/2021	VERIZON WIRELESS	\$62.08
051878	3/15/2021	COLLABORATIVE SUMMER LIBRARY PROGRAM	\$303.25
051879	3/15/2021	JOCELYN GIANGRANDE DBA SASHE LLC	\$2,755.00
051880	3/15/2021	REYNA GRANDE	\$2,000.00
051881	3/15/2021	CAREY MICHELE KONOPASKE	\$125.00
051882	3/15/2021	REIMBURSEMENT	\$39.50
051883	3/15/2021	REIMBURSEMENT	\$8,669.05
051884	3/15/2021	NEW NUEVA OPINION JESUS GRILLO	\$384.00

Check Number	Check Date	Vendor Name	Check Amount
051885	3/15/2021	OVERDRIVE INC	\$9,062.86
051886	3/15/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051887	3/15/2021	BLUE OX CREDIT UNION ATTN: JENNA DOHERTY	\$698.56
051888	3/15/2021	TIAA COMMERCIAL FINANCE INC	\$508.16
051889	3/15/2021	THE TRUTH & TITUS COLLECTIVE	\$125.00
051890	3/15/2021	DEX YP INC SUPERMEDIA LLC	\$36.00
051891	3/15/2021	THOMSON REUTERS - WEST PAYMENT CENTER	\$59.06
051892	3/15/2021	XEROX CORPORATION INC	\$261.98
051893	3/23/2021	CITY OF BATTLE CREEK CITY TREASURER	\$310.00
051894	3/23/2021	U-STORE MINGES CREEK INC.	\$365.00
051895	3/23/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,920.00
051896	3/25/2021	GE CAPITAL RETAIL BANK/AMAZON INC	\$160.76
051897	3/25/2021	ALLEGRA PRNT & IMAGING INC.	\$151.50
051898	3/25/2021	BASIC	\$155.00
051899	3/25/2021	GREENSCAPE SERVICES INC	\$1,875.00
051900	3/25/2021	KATHLEEN GROSSO	\$675.00
051901	3/25/2021	HUNTER PRELL CO	\$1,411.17
051902	3/25/2021	KNIGHTWATCH INC	\$23,105.87
051903	3/25/2021	BERNADETTE M. ORR	\$225.00
051904	3/25/2021	ROSE PEST SOLUTIONS INC	\$86.00
051905	3/25/2021	RADIO COMMUNICATIONS INC	\$211.10
051906	3/25/2021	SWEEPER DEPOT	\$130.00
051907	3/25/2021	VARNUM RIDDERING SCHMIDT HOWLETT LLP	\$1,267.50
051908	3/30/2021	ALLEGRA PRNT & IMAGING INC.	\$39.55
051909	3/30/2021	AQUA BLUE AQUARIUM SOLUTIONS	\$150.00
051910	3/30/2021	CONSUMERS ENERGY INC	\$2,136.93
051911	3/30/2021	FUN EXPRESS LLC	\$828.62
051912	3/30/2021	KNIGHTWATCH INC	\$461.46
051913	3/30/2021	DONNA TITUS LONG DBA RELIABLE PROP CLE	\$1,600.00
051914	3/30/2021	UNIFIRST FIRST AID CORP UNIFIRST FIRST AID AND SAFETY	\$43.82
A03241	3/1/2021	BRODART COMPANY INC	\$487.75
A03242	3/1/2021	BK TEACHOUT INVESTIGATIONS INC	\$960.00
A03243	3/1/2021	CDW GOVERNMENT INC SUITE 1515	\$306.98
A03244	3/1/2021	CTS TELECOM INC	\$3,857.52
A03245	3/1/2021	INGRAM LIBRARY SERVICE INC	\$6,724.14
A03246	3/1/2021	MIDWEST TAPE INC.	\$795.34
A03247	3/1/2021	SECURITAS SECURITY SERVICES USA INC	\$4,184.90
A03248	3/1/2021	SECANT TECHNOLOGIES INC	\$580.00
A03249	3/8/2021	BRODART COMPANY INC	\$663.30
A03250	3/8/2021	BLACKSTONE AUDIO BOOKS INC	\$1,404.32
A03251	3/8/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,368.00
A03252	3/8/2021	BRILLIANCE AUDIO INC	\$109.49
A03253	3/8/2021	GALE/CENGAGE LEARNING INC	\$996.27
A03254	3/8/2021	FINDAWAY WORLD LLC	\$1,435.10
A03255	3/8/2021	INGRAM LIBRARY SERVICE INC	\$9,860.06
A03256	3/8/2021	MIDWEST TAPE INC.	\$7,641.11

Check Number	Check Date	Vendor Name	Check Amount
A03257	3/8/2021	UNIQUE INTEGRATED COMMUNICATIONS INC	\$142.68
A03258	3/8/2021	WASTE MANAGEMENT OF MI COMMERCIAL SERVICES INC	\$405.87
A03259	3/15/2021	BRODART COMPANY INC	\$1,116.17
A03260	3/15/2021	BLACKSTONE AUDIO BOOKS INC	\$532.40
A03261	3/15/2021	BK TEACHOUT INVESTIGATIONS INC	\$979.20
A03262	3/15/2021	INGRAM LIBRARY SERVICE INC	\$3,204.84
A03263	3/15/2021	KSS ENTERPRISES INC	\$1,750.45
A03264	3/15/2021	MIDWEST TAPE INC.	\$235.44
A03265	3/15/2021	SECURITAS SECURITY SERVICES USA INC	\$4,044.60
A03266	3/25/2021	BRODART COMPANY INC	\$575.33
A03267	3/25/2021	BATTLE CREEK PUBLIC SCHOOL	\$5,616.91
A03268	3/25/2021	BK TEACHOUT INVESTIGATIONS INC	\$979.20
A03269	3/25/2021	BRILLIANCE AUDIO INC	\$74.00
A03270	3/25/2021	CDW GOVERNMENT INC SUITE 1515	\$802.98
A03271	3/25/2021	INGRAM LIBRARY SERVICE INC	\$6,071.17
A03272	3/25/2021	KSS ENTERPRISES INC	\$57.96
A03273	3/25/2021	MIDWEST TAPE INC.	\$525.93
A03274	3/30/2021	BRODART COMPANY INC	\$534.55
A03275	3/30/2021	BLACKSTONE AUDIO BOOKS INC	\$7.95
A03276	3/30/2021	BK TEACHOUT INVESTIGATIONS INC	\$1,037.34
A03277	3/30/2021	CDW GOVERNMENT INC SUITE 1515	\$1,217.73
A03278	3/30/2021	INGRAM LIBRARY SERVICE INC	\$8,352.16
A03279	3/30/2021	MIDWEST TAPE INC.	\$2,812.46
			Grand Totals
			\$194,501.30

OWEN ENDOWMENT FUND

2020/2021	Budget	YTD
Revenue & Transfers		
Contributions-Unrestricted	10,228	10,229
Transfer from General Fund	0	0
Interest Earnings	6,000	4,781
Total Revenue	16,228	15,010
Expenditures	0	0
Transfer to General Fund	50,000	0
Total Expenditures/Transfers	50,000	0
Revenue Over Expenditures	(33,772)	15,010
Fund Balance Beg of Year	986,539	
Fund Balance End of Year	952,767	

CAPITAL IMPROVEMENT & AUTOMATION FUND

2020/2021	Budget	YTD
Revenue & Transfers		
Other Misc Revenue	0	0
Transfer from General Fund	0	0
Interest Earnings	2,000	1,130
Total Revenue	2,000	1,130
Expenditures	0	0
Transfer to General Fund	43,935	0
Total Expenditures & Transfers	43,935	0
Revenue Over Expenditures	(41,935)	1,130
Fund Balance Beg of Year	636,494	
Fund Balance End of Year	594,559	

KELLOGGS SPECIAL REVENUE FUND

2020/2021	Budget	YTD
Revenue & Transfers		
Kellogg Contract & Interest	147,877	73,953
Total Revenue	147,877	73,953
Expenditures		
Salaries	87,057	64,171
Benefits & Related Expenditures	31,220	23,228
Transfer to General Fund	25,000	0
Total Expenditures & Transfers	143,277	87,399
Revenue Over Expenditures	4,600	(13,445)
Fund Balance Beg of Year	75,312	
Fund Balance End of Year	79,912	



REPORTS AND RECOMMENDATIONS April 2021

DIRECTOR'S REPORT: Catherine Lucas

- Current Orders Applicable to Libraries
- OMA: Local State of Emergency
- Vaccination Progress
- Reopening Status

STATISTICS & LEGISLATIVE UPDATE: April Dillinger, Deputy Director of Administration

- Circulation
- Visits
- Social media
- Library Privacy Act Update

PROGRAM UPDATES: Matt Willis, Deputy Director of Operations

- Adult Programming
- Battle Creek Reads
- Women's History Month

IT AND FACILITIES: Chad Osborn, Director of IT & Facilities

- HWB Fob System
- Outside Lights
- Outside Signage
- Landscaping
- VNC Connection

YOUTH SERVICES PROGRAMMING: Tynisha Dungey, Director of Youth Services & Community Engagement

- Youth Summer Reading and Programming
- Teen Services
- Change Team

**Willard Library, Helen Warner Branch, and E-Branch
Library Statistical Report 2020/2021
3rd Quarter**

	July 2020 - March 2021	July 2019 - March 2020	% Change
WILLARD LIBRARY*			
Adult Fiction	18,952	26,620	-29%
Adult Nonfiction	18,477	35,718	-48%
Paperbacks	6,336	11,909	-47%
New Materials	35,031	56,050	-38%
Special Collections	4,707	8,382	-44%
Children's & YA Fiction	26,453	66,597	-60%
Children's Nonfiction	6,718	13,590	-51%
Audiobooks	8,177	13,986	-42%
DVDs	41,454	135,648	-69%
Music CDs	3,248	9,583	-66%
Total Circulation	169,553	378,083	-55%
HELEN WARNER BRANCH*			
Adult Fiction	9,089	12,841	-29%
Adult/Children's Nonfiction	7,496	13,469	-44%
Paperbacks	848	2,564	-67%
New Materials	17,515	29,129	-40%
Special Collections	2,517	4,501	-44%
Children's & YA Fiction	13,236	30,083	-56%
Audiobooks	2,478	4,699	-47%
DVDs	12,285	40,108	-69%
Music CDs	774	2,309	-66%
Total Circulation	66,238	139,703	-53%
E-BRANCH			
Children's eBooks	14,703	35,469	-59%
Adult eBooks	62,262	52,665	18%
Adult & Children's eAudiobooks	42,598	38,856	10%
Music Downloads	27,834	31,573	-12%
Digital Magazines	4,990	6,049	-18%
Digital Video	4,774	5,376	-11%
Total Circulation**	157,161	169,988	-8%
CHRONICLING BATTLE CREEK	218,206	163,949	33%
Grand Total	611,158	851,723	-28%
<i>*Note: Circulation decreases reflect COVID closure</i>			
<i>** Nooks discontinued as of 6/30/19</i>			

**Willard Library, Helen Warner Branch, and E-Branch Combined
Library Statistical Report 2020/2021
3rd Quarter**

	July 2020 - March 2021	July 2019 - March 2020	% Change
Circulation			
Adult Fiction	28,041	39,461	-29%
Adult Nonfiction	25,973	49,187	-47%
Paperbacks	7,184	14,473	-50%
New Materials	52,546	85,179	-38%
Special Collections	7,224	12,883	-44%
Children's & YA Fiction	39,689	96,680	-59%
Children's Nonfiction	6,718	13,590	-51%
Audiobooks	10,655	18,685	-43%
DVDs	53,739	175,756	-69%
Music CDs	4,022	11,892	-66%
E-Branch Items	157,161	169,988	-8%
Total Circulation	392,952	687,774	-43%
Chronicling Battle Creek	218,206	163,949	33%
Total Circulation including CBC	611,158	851,723	-28%
People Counter	80,605	313,822	-74%
Programs			
Adult Audiences	2,082	3,046	-32%
Children's Audiences	2,692	14,760	-82%
Total Audiences	4,774	17,806	-73%
Public Computer Usage			
Computer Sessions	8,089	50,015	-84%
Computer Time (Hours)	4,239	44,879	-91%
Wireless Users	41,737	108,631	-62%

NN. POLICY REGARDING SECURITY CAMERAS AND SURVEILLANCE FOOTAGE

1. Purpose

The purpose of security cameras is to enhance the safety and security of the Willard Library ("Library") patrons, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations in order to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Patron Behavior Policy.

2. Signs

Signs will be posted at the Library public entrances, informing the public that security cameras are in use.

3. Data Captured

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

4. Security Camera Locations

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

5. Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

6. Surveillance Footage

Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library are not considered a "Library Record" and may be disclosed. The Library Director or his/ her designee will determine whether the images can be disclosed without a court order or written consent. The surveillance videos shall be kept consistent with the State of Michigan Records Retention and Disposal Schedule.

(Adopted ____ 2021)